

# High-Risk Team Coordinator Duties

Every High-Risk Team (HRT) will need a Coordinator to manage, represent, and serve as a member of the HRT. The HRT Coordinator's duties may include, but are not limited to, the following:

- Logistics
  - Schedule and facilitate meetings
  - Prepare agendas for the meetings
  - Collect Informed Consent and Release of Information
- Agency and Case Coordination
  - Organize trainings for the HRT, including orientation for new members
  - Manage MOU agreements, ensuring agencies are participating as agreed
  - Filter cases and oversee which referrals are selected for the HRT
- Case Tracking
  - Compile completed lethality assessments, case history, and criminal record information
  - Maintain a system for intake, tracking, and reporting cases and updates as necessary
  - Maintain confidentiality in compliance with local, state, and federal requirements
- Outreach
  - Develop and maintain community partnerships
  - Provide education and outreach
- Intervention (as needed)
  - Crisis care intervention
  - Safety planning and case management
  - Community referrals for victims